

# CAREER MANAGEMENT

## TEXAS ARMY NATIONAL GUARD TITLE 32 AGR VACANCY ANNOUNCEMENT



**Texas Army National Guard  
Adjutant General's Department  
Post Office Box 5218  
Austin, TX 78763-5218**

**Announcement #**

**CM 16-016**

**Opening Date**

**12 January 2016**

**Closing Date**

**27 January 2016**

**Position Title:**  
READINESS NCO

**Location of Position:**  
B TRP 1-124 CAV  
WACO, TX

**MOS:**  
19D40

**Grade:**  
E7

**Open to:** **TXARNG AGR ONLY**  
19D Preferred, Any MOS may apply

**Minimum Grade to apply:** E6

**Maximum Grade to apply:** E7

Must meet all MOS reclassification requirements listed on page 3

### REQUIRED DOCUMENTS TO BE SUBMITTED

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

1. **Cover Page** - AGR Vacancy Announcement with Personal Contact Information Listed Below.
2. **Memorandum for Consideration** to the President of the Selection Board  
Summarizing your intent, desires, goals, and lists all of your current contact information.  
Not to exceed one page, must be typed IAW AR 25-50.
3. **\*Military Biography** (Download example/format from <https://www.txmf.us/army-agr> click Download Tab 1.)
4. **CERTIFIED copy of ERB** - Certified by Army G1 OPM or Unit S-1. Lines Scores must be included.
5. **DD Form 214s** - Copy Member 4 or Service 2 (indicating SPD Code) or NGB Form 22.
6. **Copy of last five NCOERs.**  
Submit a memo to the President of the Board explaining reason(s) for any missing NCOERs.  
Memorandum for record must be submitted explaining any unrated time
7. **Individual Medical Readiness (IMR) from MEDPROS.**  
PHA – must be within 1 year of announcement opening date.  
HIV Testing – must be within 2 years of announcement opening date.  
Must be DENTAL Class 1 or 2 – A deployable asset.  
If applicable include PERMANENT Profile. Soldier must NOT be on TEMPORARY Profile.
8. **DA Form 705 (APFT).**  
Must have successfully completed & passed most recent APFT within 6 months of announcement opening date  
Ensure DA 705 states "FOR RECORD GO".
9. **\*Current Certified Statement of Height and Weight** from unit commander or authorized representative.  
Height and weight must be conducted within 30 days of announcement opening date.  
Include DA Form 5500-R or DA Form 5501-R (Body Fat Content Worksheet) if applicable.
10. **Statement of Security Verification (JPAS)** from Unit Security Manager.
11. **\*JFTX 32-R** (Police Record Check) Applicant must complete Section I, II, leave #10 blank & section III Blank. (Must be signed and dated)
12. **\*TXARNG Title 32 AGR - VA Disability Questionnaire** – Applicant must complete, sign and date.
13. **Letter of Input for President of the Board** – If applicable list any discrepancies or missing items on the Checklist. This item is NOT a requirement.

**\*\*Optional documentation that may be submitted is located on the last page of this announcement\*\***

\*Indicates downloadable form available at <https://www.txmf.us/army-agr>, click "Download" Tab 1.

**RANK**

**NAME**

**PHONE**

**EMAIL**

**FOR NGTX-AGR USE ONLY**

Reviewed by: \_\_\_\_\_

<b>Point of Contact for Application Process:</b>
<b>SSG Benigno Garcia at (512) 782-1244</b> <b>Email at <a href="mailto:benigno.garcia.mil@mail.mil">benigno.garcia.mil@mail.mil</a></b>
<b>Point of Contact for Board &amp; Position</b>
<b>SSG Kelly Schumpert at 512-782-4980 or by e-mail at <a href="mailto:kelly.h.schumpert.mil@mail.mil">kelly.h.schumpert.mil@mail.mil</a></b>
<b>Consideration Factors</b>
<ul style="list-style-type: none"><li>• All applications will receive consideration for this position without regard to race, religion, color, national origin, sex, age, political affiliation or other non-merit factors.</li><li>• All applicants must be able to attend appearance board.</li></ul> A background check will be completed on all applicants.
<b>AGR Position Description</b>
<p><b>READINESS NCO</b></p> <p>Actively works personnel and logistics issues with emphasis on those tasks that involve retaining Soldiers in the TXARNG. Performs all functions associated with Soldier's pay, orders, STPA, awards, and schools. Accountability of equipment is the primary logistics function that the Readiness NCO will oversee. The RNCO also advises the commander on training and unit mobilization readiness requirements. Advises the commander on the following: updating of mobilization plans, vehicle load plans, unit movement plans, convoy clearance requests, preparation of Annual Post Mobilization Training Support Reports, Unit Alert Roster, unit Home Station Activities list and ensuring that the unit is POM/POR qualified. Reviews and implements mobilization directives and regulations. Obtains all required data for the unit's status report and assists the commander in preparing readiness reports as prescribed in AR 220-1. Monitors the Equipment on Hand (EOH) and the equipment Readiness (ER) status of the unit and keeps the commander informed on these issues. Supervises the duties performed by the unit's full-time Supply NCO. These include the duties of the unit Supply NCO in maintaining property accountability, ensuring all required equipment is on hand or on valid requisition, scheduling all required inventories, as well as audits and reconciliation. Coordinates maintenance support required from supporting OMS or other installation maintenance training with the OMS shop chief (s). Must be proficient in unit level logistics procedures and policies. Assumes the duties and responsibilities of the Unit Supply Sergeant in the absence of a Unit Supply Sergeant. Works directly with the commander in monitoring the recruiting and retention activities of the unit. Is directly involved in the maintenance of strength and personnel readiness issues of the unit including employment support and family programs. Supervises the overall operation of the full-time unit support staff. Responsible for ensuring that the work priorities for subordinate full-time personnel are followed. Advises the commander and supervisory personnel on the status and efficiency of the full-time personnel. Responsible for the overall supervision of all pay, personnel and administrative activities of full-time personnel. Established procedures to be followed in the resolution of all personnel matters and supervises those procedures until eventual solution. Establishes a direct line of communication with pay administrative, and supply action personnel at higher headquarters. Establishes and maintains personnel proficiency in all supply, finance and personnel procedures.</p> <p>Performs other duties as assigned.</p>

## DA PAM 611-21 - Physical demands rating and qualifications for initial award of MOS

b. Physical demands rating and qualifications for initial award of MOS. Cavalry scouts must possess the following qualifications:

- (1) A physical demands rating of very heavy.
- (2) A physical profile of 111121.
- (3) Correctable vision of 20/20 in one eye and 20/100 in other eye.
- (4) Normal color vision.
- (5) Qualifying scores.
  - (a) A minimum score of 90 in aptitude area CO in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
  - (b) A minimum score of 87 in aptitude area CO on ASVAB tests administered on and after 2 January 2002.
- (6) Formal training (completion of MOS 19D course conducted under the auspices of the U.S. Army Armor School) mandatory.
- (7) Reclassification.

### AGR Qualifications

1. **TXARNG Enlisted** membership not to exceed pay grade of **E7**. Selected applicants in pay grade that exceed authorized MTOE assignment of **E7** will take a voluntary reduction in grade prior to assignment.
2. Must be qualified for initial entry into or continued service in the AGR Program IAW AR 135-18, NGR 600-5, AR 40-501, and be capable of performing the duties assigned and implied by grade, MOS and position as prescribed above.
3. Must be able to meet all military education and FTUS requirements in accordance with NGR 600-5, NGR 600-100, NGR 600-101, and current policies/directives.
4. Must be able to attend and successfully complete the appropriate TXARNG and NGB mandated Full Time Unit Support (FTUS) Training Requirement at the Brownwood Training Site and the National Guard Professional Education Center (PEC) within 12 months of assignment. Failure to do so will result in separation.
5. Must not have any unfavorable actions of any kind; must not be flagged, and must not have any temporary or permanent profile that would prevent successful completion of a retention/period physical.
6. Must be a deployable asset.
7. Must attend all Inactive Duty for Training (IDT) and Annual Training (AT) periods and performs duty in the assigned duty MOS.
8. Must have completed Initial Entry Training (IET).

### Conditions of Employment

1. **Current on-board AGR applicants are ineligible to apply if within a stabilization period IAW TXARNG 600-5.**
2. **Must possess and maintain at a minimum a SECRET security clearance for consideration of advertised position and continuation in the AGR Program.**
3. Must demonstrate the ability to effectively communicate verbally and in writing.
4. Human Immune Deficiency Virus (HIV) testing for all Soldiers will be accomplished within 24 months prior to initial entry.
5. Must possess a valid state driver's license and be able to become qualified to operate vehicles organic to the unit.

### Optional Documents that May be Submitted

1. Copy of any Certificate of Training that is not listed on ERB.
2. Copy of special skill certification or license that is pertinent to the position.
3. Recommendation letters from current or previous employers, commanders, organizations etc.
4. Federal Employee Performance Appraisals or civilian performance evaluation and/or incentive award certificate.
5. Counter Drug, Drug Interdiction, or Law Enforcement performance appraisal.
6. Official DA Photograph.
7. Formal explanation for any discrepancy listed in your official military records. Must be in memorandum format IAW AR 25-50, For the President of the Selection Board. Cannot be for a "bad" NCOER.

### Where to Submit the Application

**(All applications must be received prior to 1600hrs (CST) on the closing date of announcement)**

**Applicants must contact AGR Staffing if they are not contacted within five business days after the announcement closing date to verify their packet has been received.**

**\*3 Methods for submitting an application:**

**Preferred:** EMAIL to: [ng.tx.txarng.mbx.agr-staffing@mail.mil](mailto:ng.tx.txarng.mbx.agr-staffing@mail.mil). E-mail Subject Line should only contain Announcement # - Rank, Last Name, First Name (Example: PM 14-XX – SGT Snuffy, Joe). Please allow up to 48 business hours following closure of announcement to receive EMAIL confirmation. Soldier(s) may contact AGR Staffing Section at anytime to verify their application has been received and/or to correct any deficiencies prior to announcement closing date. (All documents scanned as one PDF/TIF document preferred).

**Hand Delivered:** Applications may be **hand delivered** by applicant or on behalf of applicant to the AGR Staffing office located on Camp Mabry Bldg 8 RM C104 by 1600hrs COB. A stamped confirmation will be given. (No binders, staples, or tabs).

**Mailed:** Address to the Adjutant General of Texas, ATTN: NGTX-AGR (Bldg 8/RM C104), PO Box 5218, Austin, TX 78763-5218. Express Mail: 2200 W 35<sup>th</sup> ST, Austin, TX 78703-1222. Application must be received and stamped in by 1600 hrs on closing date. **\*Note:** Mailing your application through Overnight delivery a day prior to the closing date is not a guarantee it will be received before applications are sent to the unit for board proceedings\* An email confirmation will be sent once application is received. (No binders, staples, or tabs).  
Applicants will not submit an AGR application using Military Postage IAW NGR 600-5 and AR 135-18.